

15 May 1947

MEMORANDUM TO: Executive to the Director, CIG

Subject: Proposed Revisions of the Security Regulations, CIG

1. Attached proposed revisions of the CIG Security Regulations are concurred in with the following recommended changes:

2. a. Section 13 1 A 1, paragraph entitled: "RESTRICTED AREA - THIRD FLOOR, SOUTH BUILDING", reads as follows:

"The Guard stationed at that post will be furnished by the Security Office, CIG, with a list of the names and the corresponding badge numbers (green or yellow bordered) of all persons authorized to enter that area. All others will be denied admittance unless permission is granted by the Staff Chief."

b. It is recommended that in lieu of this paragraph, the following be substituted:

"There will be a Public Buildings Administration Guard stationed just outside of the entrance to this area which contains the Communications Division Signal Center. Entrance to this area will be authorized to persons bearing a regular green or yellow bordered badge which in addition contains a green stripe across the upper left-hand corner. All others will be denied admittance except on specific permission of the Chief, Signal Center, or his superior."

c. It is not believed that the procedure set forth in paragraph 2 a. above is feasible or practical. The Communications Division has advised this office that there will be approximately 70 persons who must be authorized admission to this area. The PBA Guards are not strictly subject to the control of this organization, and past experience has shown that they cannot be expected to carry out satisfactorily too many detailed instructions. These Guards are rotated at the discretion of the Public Buildings Administration and, therefore, the same Guard or Guards cannot be expected to be assigned to this post constantly. It is believed

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that confusion and delay will ensue as the PBA Guard stationed at the entrance to the Signal Center must check names, badge numbers, and photographs of all persons before permitting them entrance to the area.

d. The system proposed in paragraph 2 b. is the method now in effect. This procedure has proven to be simple, easily understood, and quickly recognized by the PBA Guard personnel.

3. The following changes are recommended in Section 13 1 A 2:

a. The sentence commencing: "EMPLOYEES OF CERTAIN OTHER GOVERNMENT AGENCIES TEMPORARILY ASSIGNED TO CIG or, who in the discharge of their official duties * * * ", be changed to read as follows: "EMPLOYEES OF CERTAIN OTHER GOVERNMENT AGENCIES who in the discharge of their official duties * * * ". It is not believed that the phrase "TEMPORARILY ASSIGNED TO CIG" is necessary in this instance inasmuch as there are very few persons in that category and, in any event, they are treated, for badge purposes, in the same fashion as regular Liaison personnel from other Government departments.

b. After the paragraph entitled: "RED-BORDERED LIMITED BADGE", the following be added:

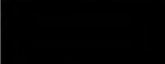
"A holder of a red-bordered badge may enter any building specified on his badge by having the receptionist confirm his appointment or appointments with the CIG staff member or members he wishes to see. The receptionist will thereupon instruct the Guard to admit the Government official without escort. Upon leaving the building, he will merely be required to display his badge.

c. Under the present procedure, the holder of such a limited badge has free entrance in and out of buildings authorized on his badge. This enables the holder to wander in and out of offices unannounced and thereby occasionally causes embarrassment or disruption of conferences or other business being transacted by CIG staff members. It is for these reasons that the above procedure is recommended.

DONALD H. GALLOWAY
Assistant Director
Special Operations

1 Incl.
Proposed Revisions of
CIG Security Regulations.

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1 April 1951 CIA Regulation 
processing of TS documents

25X1A

SECURITY INFORMATION

*From Buick Room
File - Folder on Phys Sec
Classified Doc Control
1946-1961*

DD/A
Thru: Advisor for Management
Security Officer, CIA

for
JAN 2 1952

Proposed Changes in CIA Manual No. [REDACTED]

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1. Executive Order No. 10290 requires certain changes to be made in our security regulations.

2. CIA Notices [REDACTED] were issued to put into effect changes to meet the effective date of the Executive Order. 25X1A

3. The attached draft incorporates some of the changes which should be placed in the CIA Manual as a result of the E. O. and at the same time redefines the meanings of the security classifications to conform more closely to those given in the E. O.

ILLEGIB

[REDACTED]

*HC
61-212
#1*

SIGNED:
CHESTER EDWARDS
Colonel, GFC
Security Officer, CIA

Enclosure

I&SO
JRP:mle

Distribution:

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Advisor for Management
Files, SCS (2)✓
Chrono., SCS

FILED: CLASSIFICATION OF ✓
DOCUMENTS
SECURITY REGULATIONS
(REVISED)

CENTRAL INTELLIGENCE AGENCY REGULATION

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6. SECURITY OF CLASSIFIED DOCUMENTS.

A. Definition of Classifications.

- (1) **TOP SECRET Security Information:** Information or material (matter), the unauthorized disclosure of which would or could cause exceptionally grave danger to the national security, shall be classified Top Secret security information. Such classification shall be held at an absolute minimum and shall be given only to information which plainly requires the highest degree of protection in the interest of national security.
Examples:
 - (a) Information or material regarding, or details of discussions or negotiations with, foreign governments on matters of great sensitivity.
 - (b) Information of the methods used or success obtained by our intelligence services and counter-intelligence services, or information or reports which would imperil secret agents of the United States, or of friendly foreign nations.
 - (c) Information or material concerning the existence or details of new devices, methods or techniques of warfare, or scientific or technical developments in such fields, which are of extreme importance to national security.
 - (d) High grade cryptographic devices; important communications security devices; important particulars of communications intelligence and information; and associated devices and material.
 - (e) In some cases, when data or compilations classified Secret or lower, are combined, the aggregate product may warrant a Top Secret classification.
- (2) **SECRET Security Information:** Information or material, the unauthorized disclosure of which would or could endanger the national security, cause serious injury to the interests, prestige or safety of the nation, endanger the effectiveness of a program or policy of great importance to this government or be of great advantage to a foreign nation, shall be classified Secret Security Information. The classification of Secret Security Information shall be given only to information which requires extraordinary protection in the interest of national security.
Examples:

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- (a) Information or material regarding, or details of discussions or conferences with, high officials of foreign governments on important questions, the disclosure of which might seriously affect the foreign relations of the United States.
 - (b) Intelligence reports containing information of vital interest to the United States.
 - (c) Reports of acts dangerously unfriendly to the United States, or important trends in foreign affairs greatly endangering national security.
 - (d) Vital information on important defenses.
 - (e) Information on materials, procedures, dispositions, and activities of foreign powers, the value of which depends upon concealing the fact that such information is possessed by the United States.
- (3) **CONFIDENTIAL Security Information:** Information or material, the unauthorized disclosure of which might harm the national security, be prejudicial to the interests, prestige or safety of the nation, or be of advantage to a foreign nation, shall be classified Confidential Security Information. Confidential Security Information requires careful protection in the interest of national security.
- Examples:
- (a) Investigations, documents and communications the knowledge of which must be safeguarded for operational reasons, or the unauthorized disclosure of which would adversely affect national security.
 - (b) Routine intelligence or operational reports which contain information of value to a foreign power, but which are not of vital interest to such a power.
- (4) **RESTRICTED Security Information:** Information or material having such bearing upon national security as to require protection against unauthorized use or disclosure, particularly information which should be limited to official use, shall be classified Restricted Security Information.
- Examples:
- (a) Matters related to internal organizational procedure or policy of a secondary character.

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- (b) Information, which does not fall within higher categories, and the unauthorized disclosure of which would or could impair official government activities related to the national security.
- (5) "RESTRICTED DATA" AS DEFINED IN THE ATOMIC ENERGY ACT OF 1946. The term "Restricted" as applied to a security classification in these regulations (described in previous paragraph) is not to be confused with the term "Restricted Data" as defined in the Atomic Energy Act of 1946. Material bearing the AEC "Restricted Data" designation may carry, in addition, a security classification of Top Secret, Secret or Confidential.
- (6) Any person receiving a package or envelope and finding it or the inner wrapping marked with a stamp reading substantially as follows:

"RESTRICTED DATA

"This document contains Restricted Data as defined by the Atomic Energy Act of 1946"

shall immediately notify his Office head who, in turn, will forward the material unopened to the Security Officer, OSI, CIA. If it is determined by OSI that the material should properly be made available to the original addressee, it will be forwarded as appropriate.

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D. Classification Marking of Security Information Material.

(1) Top Secret Documents

- (a) All printed top secret documents will have the classification printed thereon, in so far as is practicable, in red, with the size of the type noticeably larger than that of the text. The classification will appear on the top and bottom of the front cover or first sheet, on all succeeding pages, and on the back of the cover sheet or last page. The classification markings shall be spaced at least 1/4 inch from the top and bottom of the text.
- (b) When top secret documents are typed, the classification will be marked on all pages and copies thereof, top and bottom, by means of a red-inked rubber stamp, the type of which is noticeably larger than that of the typewritten text.

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- (c) Top secret documents prepared by means of stencils or ditto masters will be reproduced on paper with the classification pre-printed in red, top and bottom, on the front cover or first sheet, and on all succeeding pages. The classification on the back of the rear cover or last page either may be pre-printed or marked by means of a conspicuous red-inked rubber stamp. The pre-printed classification marking will be noticeably larger than that of the text and will be spaced at least 1/4 inch from the top and bottom of the text.
 - (d) The provisions of paragraph D(3) of this section also must be complied with.
- (2) Secret, Confidential and Restricted Documents.
- (a) Such documents when printed, will have the classification printed thereon, the color of which may be the same as that of the text. The classification marking will be in type noticeably larger than that of the text, and will appear on the front cover or first sheet, and on all succeeding pages. The classification marking will be spaced at least 1/4 inch from the top and bottom of the text.
 - (b) Such documents when typed, will have the classification marked on all pages and copies thereof, top and bottom, by means of a red-inked rubber stamp, the type of which is noticeably larger than that of the typewritten text. The classification marking will be spaced at least 1/4 inch from the top and bottom of the text.
 - (c) Such documents when prepared by means of stencils or ditto masters, may have the classification cut thereon, top and bottom, on each sheet. The classification marking will be spaced at least 1/4 inch from the top and bottom of the text and will correspond with the following:

S-E-C-R-E-T

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In lieu of cutting the classification on the stencil or ditto master the classification may be recorded on all pages of Secret, Confidential and Restricted documents by means of a red-inked rubber stamp of conspicuous size.

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- (d) The provisions of paragraph D(3) of this section also must be complied with.
- (3) The words "Security Information" will be printed, stamped or otherwise marked at least once on each classified document or other classified material, immediately below the classification designation of Top Secret, Secret, Confidential, or Restricted. When practicable, the words "Security Information" should be in letters smaller in size than those used in the classification designation, and harmonize in color and placement. On documents, the words "Security Information" will be placed immediately below the classification designation at the top of the cover or first page of each document.
- (4) The pre-printing of security classifications on blank paper shall not be permitted, except as provided for in sub-paragraph (1) (c), above, pertaining to Top Secret matter. Exceptions to this restriction may be made only by the Deputy Director (Administration).

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